MissouriBUYS User Activities

Receiving and Invoice Management

State of Missouri

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Training Objectives

The purpose of this training session is to cover the key features and functionality of the Receiving and Invoice functions of the Order Management module.

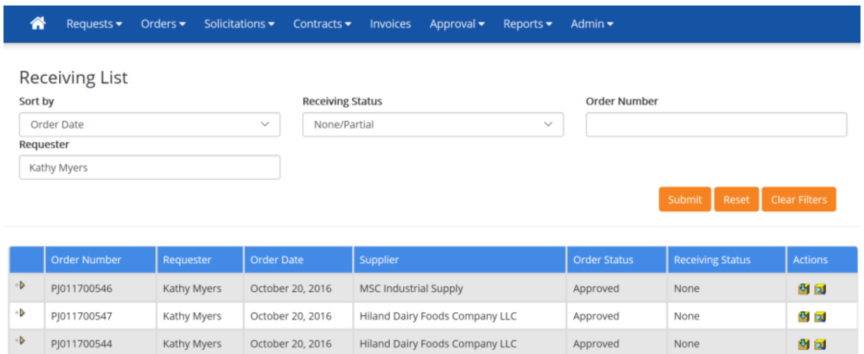
At the conclusion of the training session, you will be able to:

- ❑ **Enter Receipt information for a Purchase Order**
- ❑ **Cancel/Close a Purchase Order**
- ❑ **Enter Invoice and submit for payment**
- ❑ **Cancel an Invoice**

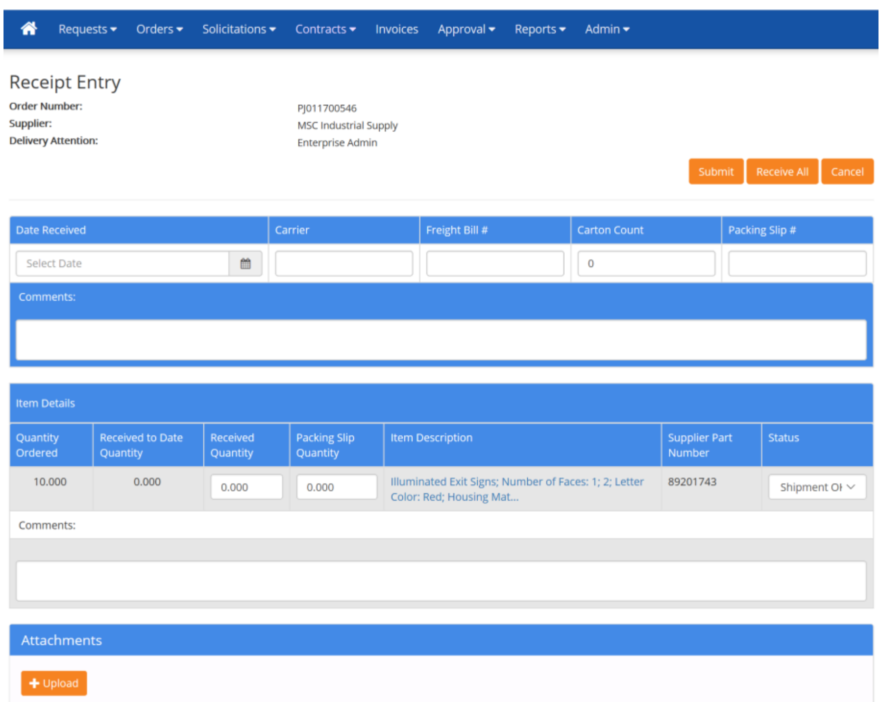
Activity 10 Receive

Activity 10.1 Enter Receipt information for a Purchase Order

1. Select the Orders option on the **Home** page to Choose from the Drop Down for **View All Orders** (to review or edit Orders) or **Receive Against Orders** (to Receive against existing Orders)**.** Click option to **Receive Against Orders** to get to the **Receive Orders Screen**



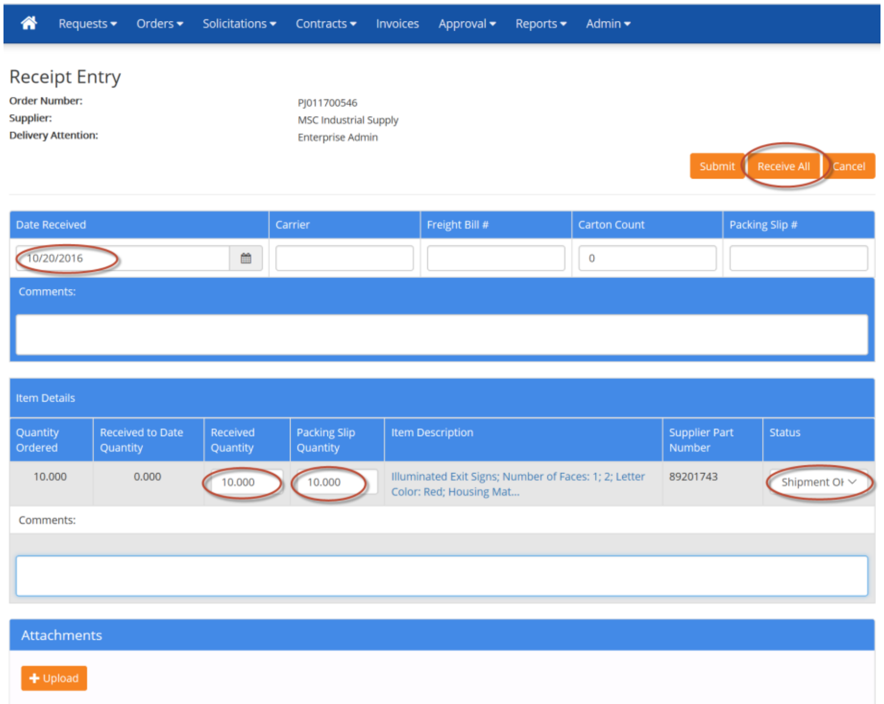
2. Locate a Purchase Order within the list to enter in Receipt information.
3. Click the Receive icon from the **Actions** column.



4. Select the appropriate date for the Date Received section and either select Receive All to receive all the line items or key in the Receipt information for the Purchase Order item(s) as shown in the next screen shot. If there is a problem with the items,

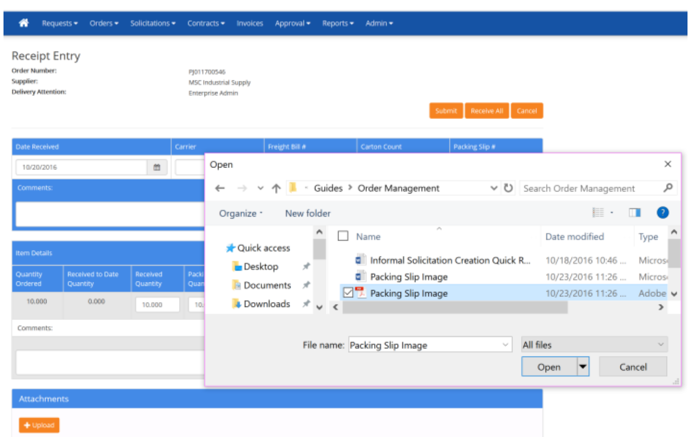
select the appropriate Status from drop down options. The default Status is “Shipment OK”.

5.



6. A copy of the packing receipt can be added as an Attachment by selecting **+ Upload**.

7. Find the image of the packing slip and click Open.

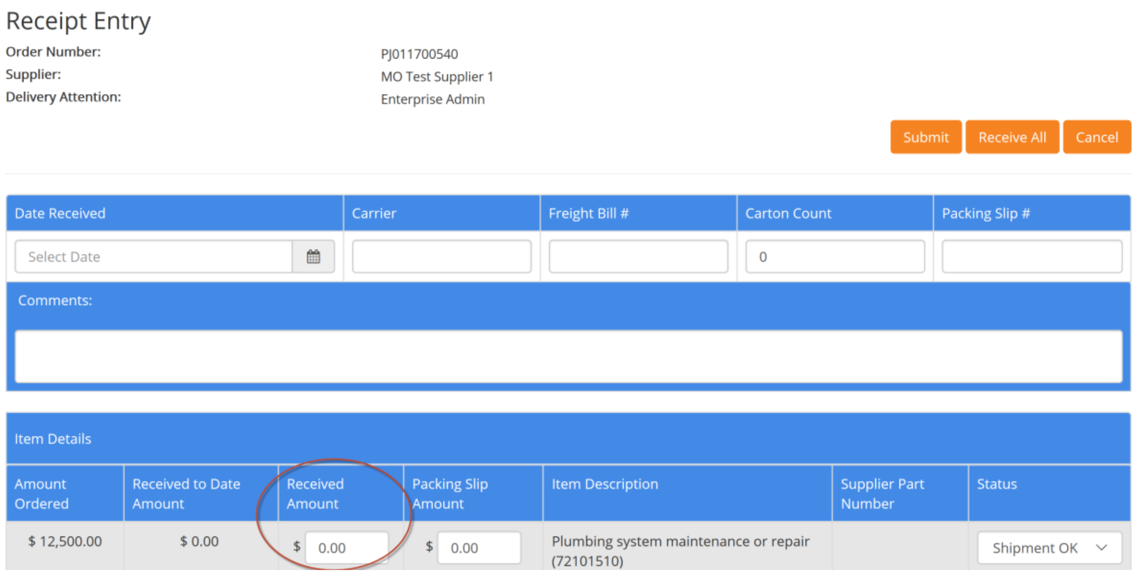


8. Click **Submit**

Note: Now that receipt information is complete for the Purchase Order—the Close icon will be available for the Purchase Order from the **Track Orders** page. You can access the **Track Orders** page and click the Close Order icon to initiate a PO Close transaction with the financial system if the “Close” permission is assigned to your user profile. The Close icon is available for a transaction for a Partial or a Complete Receipt status. Users should be cautious to not close a purchase order until all items have been received and invoiced.

Activity 10.2 Enter Receive by Amount for a Purchase Order

1. Receive by Amount is used to receive against orders for Services. To find and receive an order by amount, follow the same procedure as an order for quantity. When you find your order and the line item that you are receiving against, then key in the dollar amount into the Received Amount field and Submit.


Receipt Entry

Order Number: PJ011700540
Supplier: MO Test Supplier 1
Delivery Attention: Enterprise Admin

Submit | Receive All | Cancel

Date Received	Carrier	Freight Bill #	Carton Count	Packing Slip #
Select Date			0	

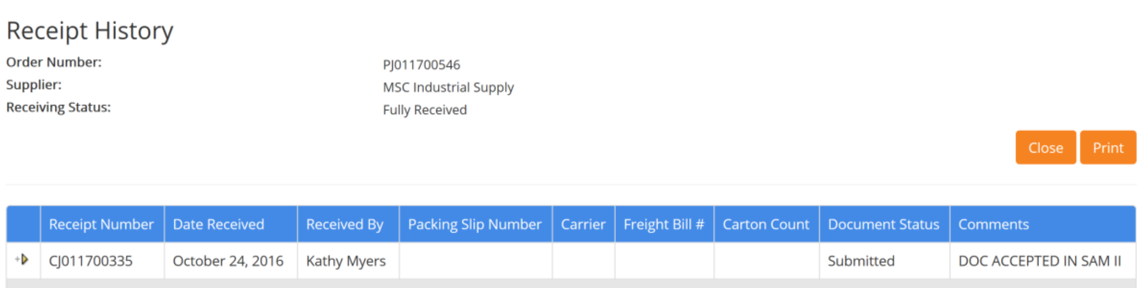
Comments:

Item Details

Amount Ordered	Received to Date Amount	Received Amount	Packing Slip Amount	Item Description	Supplier Part Number	Status
$ 12,500.00	$ 0.00	$ 0.00	$ 0.00	Plumbing system maintenance or repair (72101510)		Shipment OK

Activity 10.3 Viewing the Status of a Receipt

1. Select the Orders option on the **Home** page to Choose from the Drop Down for **View All Orders** (to review or edit Orders) or **Receive Against Orders** (to Receive against existing Orders)**.** Click option to **Receive Against Orders** to get to the **Receive Orders Screen**
2. Locate the Purchase Order within the list to view the Receipt information.
3. Click on the Receipt History icon.
4. View the details of the receipt by viewing the Status. The Comments field will display notification of when the receipt has been accepted by SAM II.


Receipt History

Order Number: PJ011700546
Supplier: MSC Industrial Supply
Receiving Status: Fully Received

Close | Print

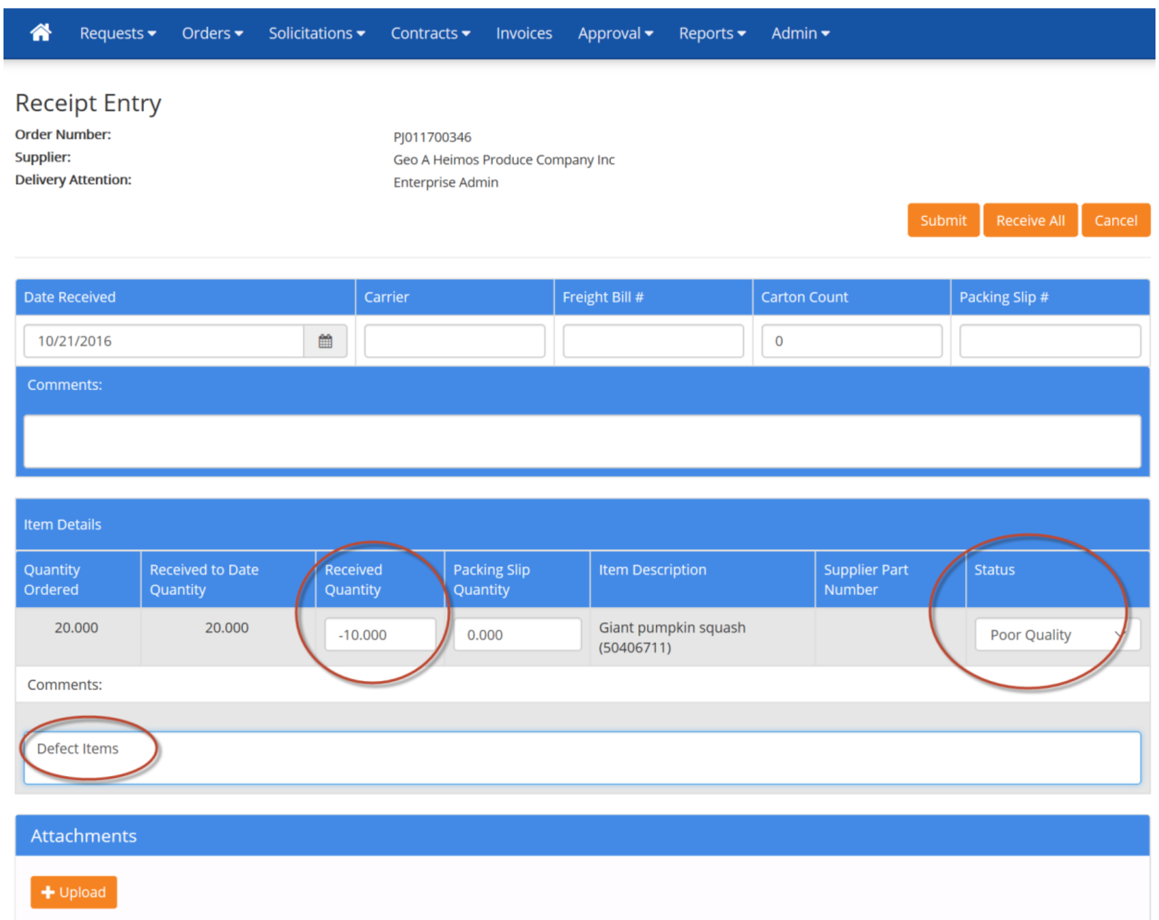
	Receipt Number	Date Received	Received By	Packing Slip Number	Carrier	Freight Bill #	Carton Count	Document Status	Comments
	CJ011700335	October 24, 2016	Kathy Myers					Submitted	DOC ACCEPTED IN SAM II

If the receipt fails in SAM II, an error message will display with the reason for the rejection.

	Receipt Number	Date Received	Received By	Packing Slip Number	Carrier	Freight Bill #	Carton Count	Document Status	Comments
▸	CJ011700284	October 13, 2016	Kathy Myers					Financial System Rejected	L 002 S065E CONDITION ENTERED NOT OVERAGE

Activity 10.4 Editing a Receipt for a Purchase Order

2. Select the Orders option on the **Home** page to Choose from the Drop Down for **View All Orders** (to review or edit Orders) or **Receive Against Orders** (to Receive against existing Orders)**.** Click option to **Receive Against Orders** to get to the **Receive Orders Screen**
3. Locate the Purchase Order within the list to enter in Receipt information.
4. Click the Receive icon from the **Actions** column for the Purchase Order
5. Follow the steps within Activity 9.1 to add quantities to an existing receipt
6. The below steps outline how to deduct quantities from an existing receipt. These steps can be followed for both the Receive by Quantity and Receive by Amount orders.



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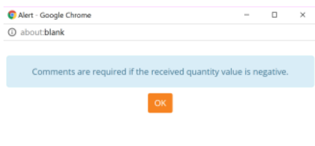
a. Select the appropriate date for the **Date Received** section
b. Type the negative quantity in the **Received Quantity** field. Indicate the negative value with the presence of a hyphen (-)
c. Type the reason for receipt quantity deduction within the **Comments** field and update the Status (optional).
d. Click Submit

Note: When deducting quantities from an existing receipt, if Submit is clicked without entering the required comments within the **Comments** field, the following system message will display:



1. Click OK to close the system message.
2. Type the reason for receipt quantity deduction within the **Comments** field.
3. Click Submit

Activity 11 Invoice Management

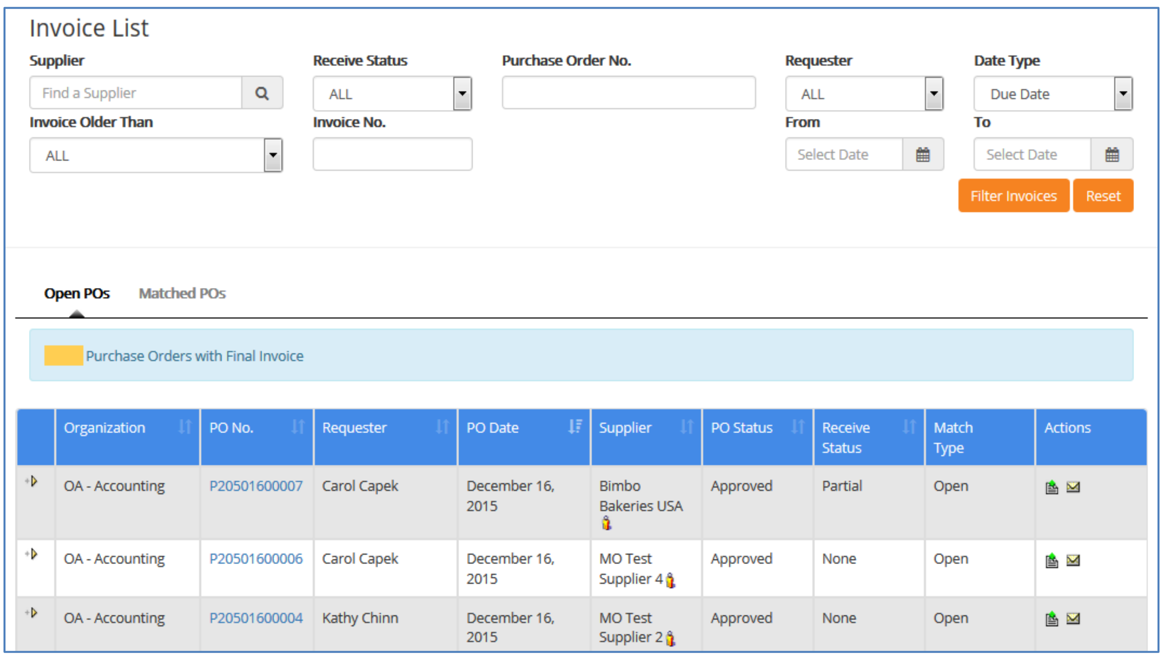
Invoice Management and order of entry of invoices for submission is important. If you have partial invoices, verify that all previous invoices have processed and been approved before submitting a final invoice for approval. If the final invoice is approved prior to the previously entered invoices – the PO will be closed. Approval of invoices will be discussed further in the Approval Training Materials.

1. Select the 

option on the **Home** page.

Activity 11.1 Create an Invoice for a Purchase Order

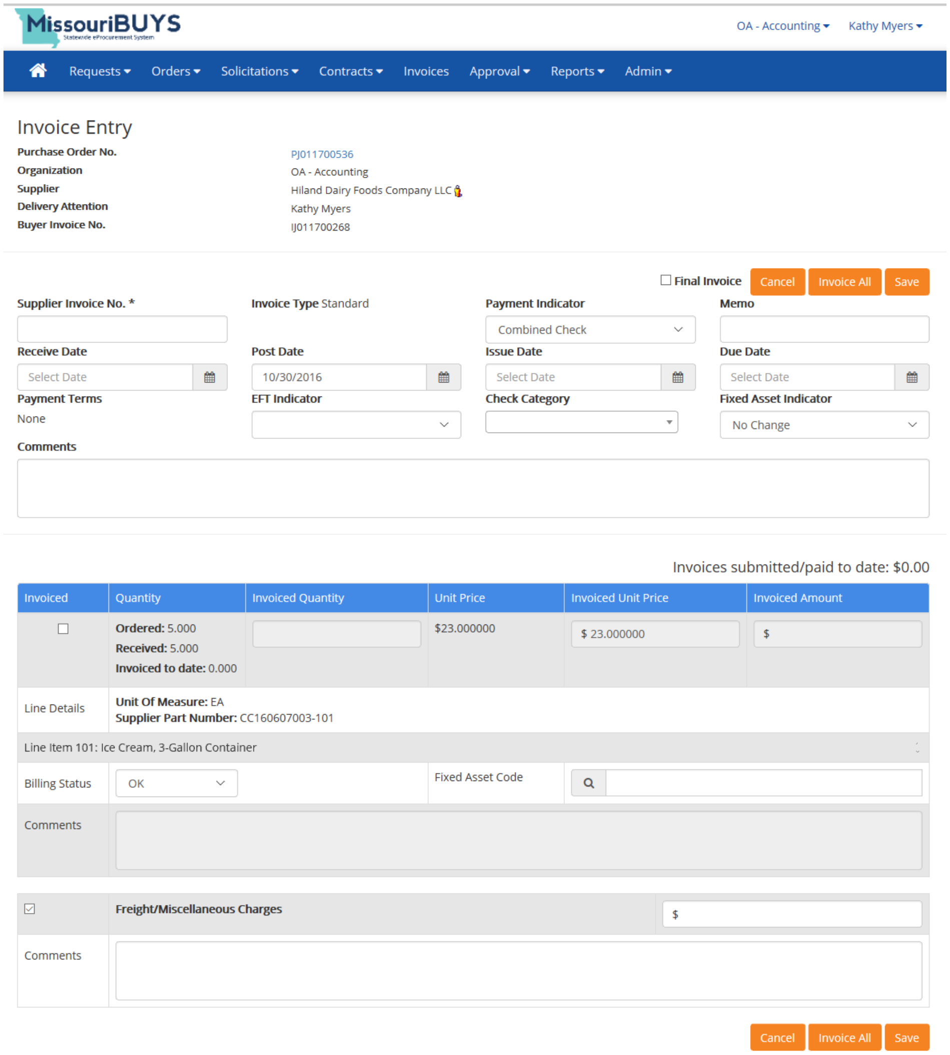
Note: There are two available views with the **Invoice List** page: **Open POs** and **Matched POs**.



The status and action performed on a Purchase Order Transaction will determine what page a Purchase Order is accessible from.

1. **Open POs** page includes:
    a. Orders that have had no Invoice Entry performed.
    b. Orders that have had an Invoice created but not submitted.
    c. Orders that have an Invoice created, no Receive Match (3 way match) performed, and not submitted.
    d. Orders that have had Invoice submitted to the financial system but resulted in a financial system Rejected response from the financial system.
2. **Matched POs** page includes:
    a. Orders that have an invoice created and submitted.
    b. Orders that have an invoice created, a Receive Match (3 Way Match) performed but not submitted to the financial system.
    c. Orders that have an invoice created and submitted to the financial system and received an approval invoice transaction response.

1. Select the Invoices option on the **Home** page to get to the **Invoice List Screen**
2. Locate the Purchase Order (for training purposes use the Purchase Order located on the **Open POs** page that you have previously prepared).
3. Click the Create Invoice icon from the **Actions** column.
4. The **Invoice Entry** page will display.



5. Complete the following fields on the **Invoice** page with the supplier supplied invoice:
   a. **Final Invoice check box**: Users entering an invoice should only check this box if all receipts have processed against the entire PO and any previous invoices are paid. Once the Final Invoice box is checked and the invoice processed, you will not be able to process any additional actions against this order as it effectively closes the PO in SAM II. If you forget to check the Final Invoice box when the PO is complete, you can accomplish closing the PO by clicking on the Close PO icon via the Orders tab Orders.
   b. **Supplier Invoice No**.: (required) type the invoice number for the order printed on the suppliers invoice. **NOTE:** If the invoice number exceeds 12 characters, the interface to SAM II will truncate the left most characters when

sending this number to SAM II. Please be aware of this when viewing SAM II for the supplier invoice number.

c. **Invoice Type**: This is always set to Standard and is not editable.
d. **Payment Indicator**: Combined Check is the default. Other options are Held Check (not recognized in SAM II) and Single Check (do not combine with other checks).
e. **Memo**: SAM II does not utilize this field, use it for any internal notes.
f. **Receive Date**: (required) Click the Date selector icon to select the date the invoice was received by your organization.
g. **Post Date (or Scheduled Pay Date)**: (required) the current date by default will display in the Post Date field. This is the payment date and is equivalent to the Scheduled Pay Date in SAM II.
h. **Issue Date**: (required) the Date on the Supplier's Invoice, the date the invoice was issued.
i. **Due Date**: (required) Click the Date selector icon to select the date the supplier has noted as their payment due date.
j. **Payment Terms**: Defaulted from the contract or standard Missouri terms.
k. **Comments**: available for any additional information logged for the invoice that is being created.
l. **EFT Indicator** (Electronic Funds Transfer) (Required) Default is blank. The preference is to select 'Yes' if the supplier accepts EFT payments and has provided ACH information in their profile. If the supplier does not accept EFT, payment is made according to their profile. If a supplier is set up for EFT and 'No' is selected then a check will be cut to the supplier for this payment only. You should also indicate a Check Category in the next field.
m. **Check Category:** Type ahead functionality. As users begin entering a check category, MissouriBUYS will search an organization to retrieve a listing of possible matches for selection. Check Categories correspond to the entries in SAM II and indicate where to send a check that will not be mailed.
n. **Fixed Asset Indicator:** Default is no change. If the item is a Fixed Asset, the user should select the number of shells to be created in SAM II. Other Drop down options include Create One Shell, Create Multiple Shells. Also, see Fixed Asset Code.

Note: Header fields listed as g, h and i are captured on the Invoice View, Invoice history and when the invoice is printed.

o. **Line Item Details:** This is copied from the Purchase Order and displayed on the invoice

Note: If the Invoice contains multiple line items, each line item will be listed on the Invoice.

p. **Invoiced:** The checkbox should be selected for each line item on the invoice being processed.
q. **Quantity Ordered:** System populated from Purchase Order details displayed in a Read-Only format.
r. **Quantity Received:** System populated based on the receipt information entered for the Order within the **Receive** module. If no receipt information is completed for the Purchase Order then no value will be available. No Receipt information also disqualifies the Invoice for a 3 Way Match (Order, Receipt and Invoice).
s. **Quantity Invoiced to Date:** System populated from existing Invoices. If there are no existing invoices, then the value will be 0.0.

t. **Invoiced Quantity:** Type the **Invoiced Quantity** value.
u. **Unit Price:** System populated from Purchase Order details displayed in a Read-Only format.
v. **Invoiced Unit Price:** System populated from Purchase Order details but available for value entry if required. Type the **Invoiced Unit Price** value if it differs from the defaulted value.
w. **Unit of Measure:** System populated from Purchase Order details displayed in a Read-Only format.
x. **Invoiced Amount:** System populated but available for value entry if required. Type the **Invoiced Amount** value if it differs from the defaulted value.
y. **Item Description:** System populated from Purchase Order details displayed in a Read-Only format.
z. **Supplier Part Number:** System populated from Purchase Order details displayed in a Read-Only format.
aa. **Billing Status:** Options to indicate if this is an overbill or underbill situation.
bb. **Fixed Asset Code:** Has type ahead functionality for the corresponding Fixed Asset code available in SAM II. To see a list of codes, type '**'. Be sure to have selected the number of shells to create in the Fixed Asset Indicator field.
cc. **Comments:** Enter any Comments on the Invoice
dd. **Freight/Miscellaneous Charges:** Use this field to enter the net value of Freight, Additional Amounts, and Discounts (as negatives). **NOTE**: If no freight/miscellaneous charges apply, uncheck box to left of Freight/Miscellaneous Charges".
ee. **Comments:** Enter Freight/Miscellaneous Charges explanation

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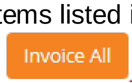
Note: If all line Items listed in the **Line Item Detail** section qualifies for Invoice Entry, click the Invoice all button 

. to populate the required fields for each line item.

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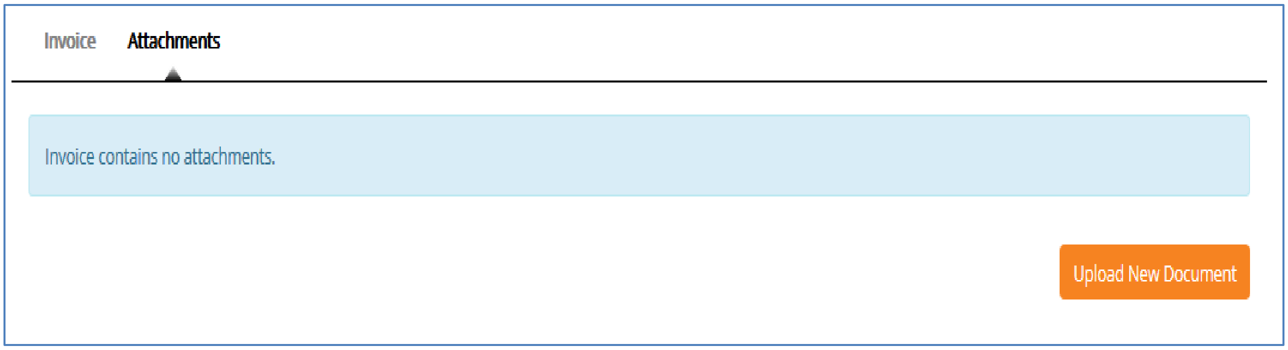
6. Click 

7. Once an Invoice is saved, there are two available views within the Invoice Entry page: Invoice and Attachment. The Invoice view is the default view.

8. Click the Attachments tab.



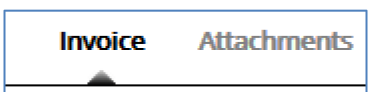
9. Click Upload New Document.
10. Click Browse...
11. Type a Description for your document in the **Type your Purpose here** text box. This is a required field when adding and attachment.

    Note: It is recommended that users attach a scanned copy of the supplier's invoice. This will also assist an invoice approver in quickly reconciling the information on the paper invoice with the entered data.

12. Select a document from your computer and click Open
13. Click Save

Note: All attached documents to an invoice can be accessed for viewing from the Invoice List screen by clicking the icon to expand the view. Click the View Invoice icon from the expanded view of the Transaction and scroll down to the Attachment Details section.

14. Click the **Invoice** tab to return to the **Invoice Entry** page.



Activity 11.2 Submit 3-Way Match Transactions with Financial System

Note: Only Purchase Orders that have Receipt information entered will be available for a 3-Way Match within the **Invoice Management** module. Purchase Orders that have Partial and/or Complete Receipt information qualify for a 3-Way Match.

1. From the **Invoice Edit** page, click Proceed To Match
2. The **Invoice Matching** page will display.
3. Select the checkbox ☑ for Available Receivers.

Note: If the Purchase Order has multiple invoices, each invoice will be listed on the on the **Invoice Matching** page.

4. Click Match

Note: If all Invoices listed in the **Available Receivers** column qualifies for Matching, click the Match All button Match All to perform the match action at one time.

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5. The page will refresh with a value populated in the **Matched Quantity** field.
6. If necessary, the capability for Reverse Match is available
    a. Click Reverse Match
    OR
    b. Click Reverse All
7. Click Submit to initiate an Invoice Transaction to workflow.

Activity 11.3 Match and Submit 3-Way Match Transaction not yet Submitted

1. After an initial Save is made on an Invoice Entry, the Proceed to Match and Invoice History buttons are available on the **Invoice Entry** page in addition to the Close and Save buttons.

    OR

2. To locate a Purchase Order that previously had an invoice created but not Submitted or Matched, select the **Open POs** tab from the **Invoice List** page.

    Open POs Matched POs

3. Click the Expand icon for the Purchase Order in order to access the Invoice (s)
4. Click the Edit Invoice icon to open the **Invoice Edit** page, or follow second option in step 5 below.
5. From the **Invoice Entry** page, click Proceed To Match
6. The **Invoice Matching** page will display.
7. Select the checkbox for Available Receivers.

Note: If the Purchase Order has multiple invoices, each invoice will be listed on the on the **Invoice Matching** page.

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8. Click Match

Note: If all Invoices listed in the **Available Receivers** column qualifies for Matching, click the Match All button Match All to perform the match action at one time.

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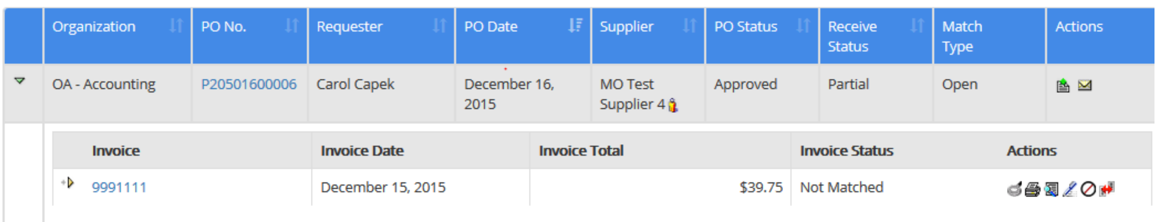
9. If necessary, the capability for Reverse Match is available
    a. Click Reverse Match
       OR
    b. Click Reverse All

10. Click Submit
11. Click OK on the System message: Invoice Has been Submitted.
12. The system will return to the **Invoice List** page.

OR



Organization	PO No.	Requester	PO Date	Supplier	PO Status	Receive Status	Match Type	Actions
OA - Accounting	P20501600006	Carol Capek	December 16, 2015	MO Test Supplier 4	Approved	Partial	Open	

Invoice	Invoice Date	Invoice Total	Invoice Status	Actions
9991111	December 15, 2015	$39.75	Not Matched	

13. Click the Match Invoice Icon
14. Opens the **Invoice Matching** page
15. Select the checkbox for Available Receivers.

Note: If the Purchase Order has multiple invoices, each invoice will be listed on the on the **Invoice Matching** page.

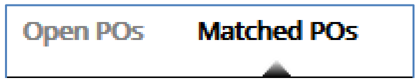
16. Click Match

Note: If all Invoices listed in the **Available Receivers** column qualifies for Matching, click the Match All button Match All to perform the match action at one time.

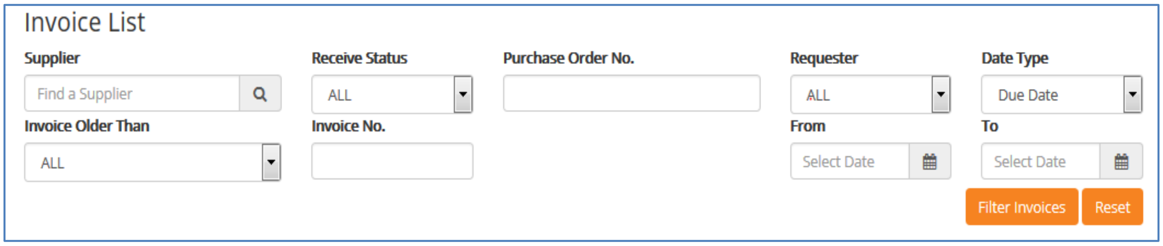
17. If necessary, the capability for Reverse Match is available
    c. Click Reverse Match
       OR
    d. Click Reverse All
18. Click Submit
19. Click OK on the System message: Invoice Has been Submitted.
20. The system will return to the **Invoice List** page.

Activity 11.4 Check the Status of an Invoice Transaction

1. Click the **Matched POs** tab.

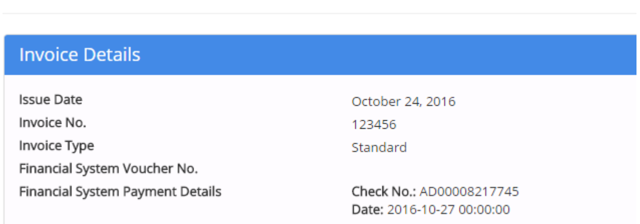


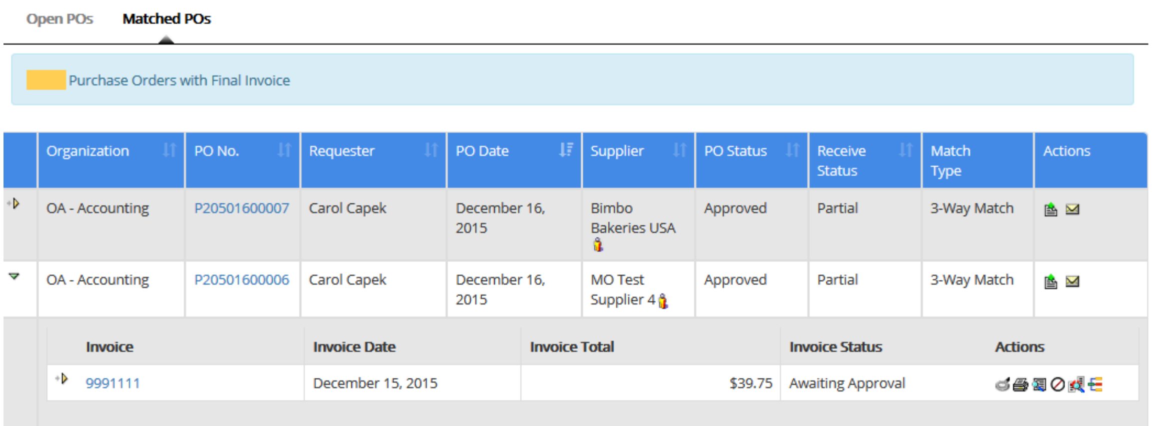
2. Locate the Purchase Order with one of the available search criteria available.



3. Click the Expand icon for the Purchase Order in order to access the Invoice (s)
4. The status will be displayed in the **Invoice Status** column.
    a. **Awaiting Approval**
        i. The Invoice document is awaiting organization approval prior to submission to the financial system.
        ii. Click the Approval map icon to display the workflow for Invoice approval.
        iii. Click Close to close the **Approval Map** page.
    b. **Financial System Pending**
        i. All workflow approvals have been received.
        ii. The Invoice Transaction has been submitted to the financial system.
    c. **Submitted for payment**
        i. The financial system has processed and returned a success Invoice transaction response.

Note: Upon a successful Invoice transaction, response the financial system will return a SAM II Voucher # that can be viewed on the **Invoice View** page accessed by clicking the View Invoice icon from the Expanded view of the Purchase Order.





d. **Financial System Rejected**

   i. The financial system has processed and returned a rejected Invoice transmission response.

   ii. Click on the History icon to view the reason for the rejection.

Note: An Invoice Transaction that results in a **Financial System Rejected** status is removed from the **Matched POs** view and accessible in an editable state from the **Open POs** view.

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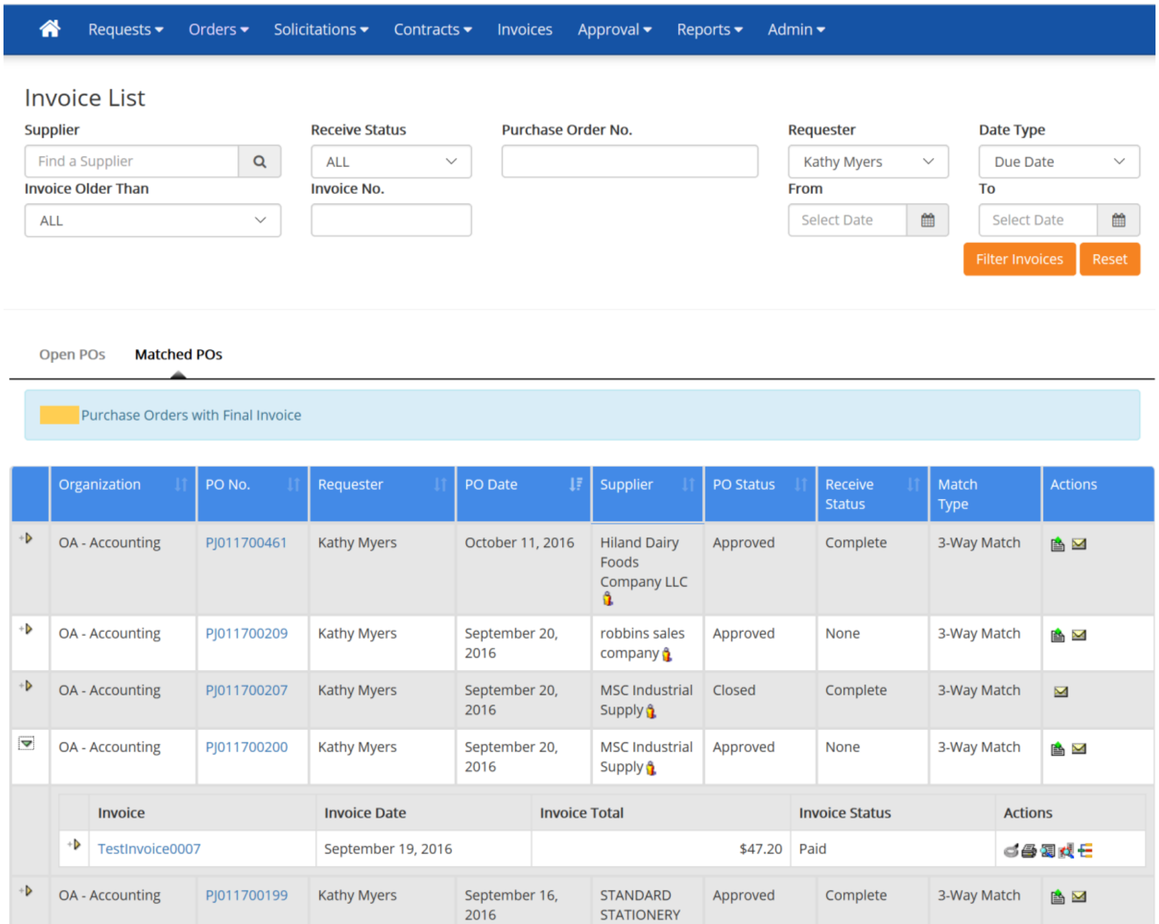
e. **Paid**

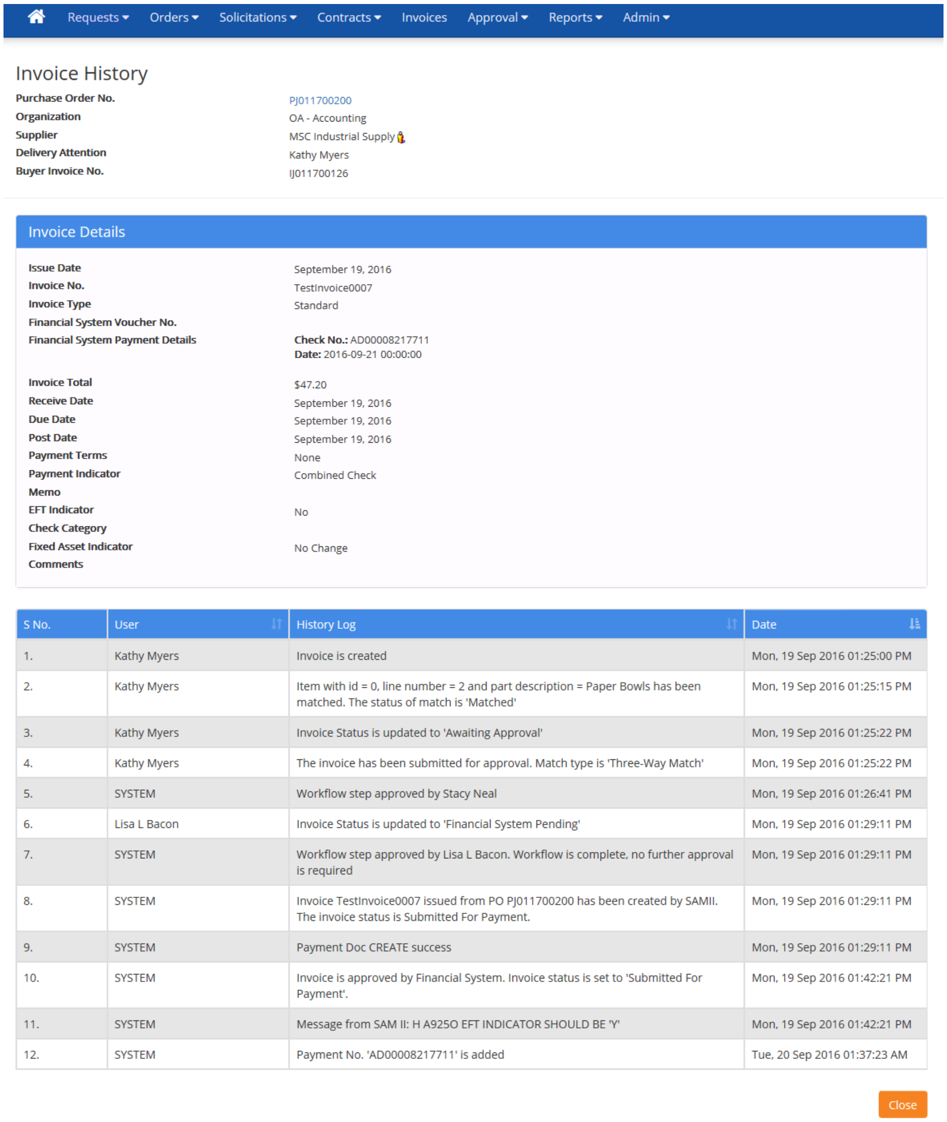
   i. Once the Payment has been sent to the supplier, the financial system will send an updated transaction status of Paid. Once an Invoice has a status of Paid, the Invoice cannot be cancelled through MissouriBUYS. Please contact OA-Accounting for guidance in cancelling a payment at this stage.

Activity 11.5 Accessing the Invoice History for a Purchase Order

1. Review the Invoice History to view the Check Number and Date of a Payment. Accessible for any Order that has at least a saved invoice.
2. Locate the Purchase Order.
3. Click the Expand icon



4. Click the View Invoice History icon
5. The **Invoice History** page will display. Note that the Check Number and Date of the Payment are recorded under Financial System Payment Details. You can also click on the PO number and the link will open a copy of the internal view of the PO which will contain the account code distribution.



Invoice History

Purchase Order No.	PJ011700200
Organization	OA - Accounting
Supplier	MSC Industrial Supply
Delivery Attention	Kathy Myers
Buyer Invoice No.	IJ011700126

Invoice Details

Issue Date	September 19, 2016
Invoice No.	TestInvoice0007
Invoice Type	Standard
Financial System Voucher No.	
Financial System Payment Details	**Check No.:** AD00008217711 **Date:** 2016-09-21 00:00:00
Invoice Total	$47.20
Receive Date	September 19, 2016
Due Date	September 19, 2016
Post Date	September 19, 2016
Payment Terms	None
Payment Indicator	Combined Check
Memo	
EFT Indicator	No
Check Category	
Fixed Asset Indicator	No Change
Comments	

S No.	User	History Log	Date
1.	Kathy Myers	Invoice is created	Mon, 19 Sep 2016 01:25:00 PM
2.	Kathy Myers	Item with id = 0, line number = 2 and part description = Paper Bowls has been matched. The status of match is 'Matched'	Mon, 19 Sep 2016 01:25:15 PM
3.	Kathy Myers	Invoice Status is updated to 'Awaiting Approval'	Mon, 19 Sep 2016 01:25:22 PM
4.	Kathy Myers	The invoice has been submitted for approval. Match type is 'Three-Way Match'	Mon, 19 Sep 2016 01:25:22 PM
5.	SYSTEM	Workflow step approved by Stacy Neal	Mon, 19 Sep 2016 01:26:41 PM
6.	Lisa L Bacon	Invoice Status is updated to 'Financial System Pending'	Mon, 19 Sep 2016 01:29:11 PM
7.	SYSTEM	Workflow step approved by Lisa L Bacon. Workflow is complete, no further approval is required	Mon, 19 Sep 2016 01:29:11 PM
8.	SYSTEM	Invoice TestInvoice0007 issued from PO PJ011700200 has been created by SAMII. The invoice status is Submitted For Payment.	Mon, 19 Sep 2016 01:29:11 PM
9.	SYSTEM	Payment Doc CREATE success	Mon, 19 Sep 2016 01:29:11 PM
10.	SYSTEM	Invoice is approved by Financial System. Invoice status is set to 'Submitted For Payment'.	Mon, 19 Sep 2016 01:42:21 PM
11.	SYSTEM	Message from SAM II: H A925O EFT INDICATOR SHOULD BE 'Y'	Mon, 19 Sep 2016 01:42:21 PM
12.	SYSTEM	Payment No. 'AD00008217711' is added	Tue, 20 Sep 2016 01:37:23 AM

Close

Activity 12 Cancel/Close

Activity 12.1 Cancel an Invoice

Note: An Invoice can be cancelled as long as it does not have one of the following status codes: Matched, Fin Sys Pending, or Paid. All other status codes can be cancelled and will result in a voucher liquidation within the financial system.

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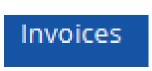
2. Select the 

option on the **Home** page.

Open POs Matched POs

Purchase Orders with Final Invoice

	Organization	PO No.	Requester	PO Date	Supplier	PO Status	Receive Status	Match Type	Actions
	OA - Accounting	P20501600007	Carol Capek	December 16, 2015	Bimbo Bakeries USA	Approved	Partial	3-Way Match	
	OA - Accounting	P20501600006	Carol Capek	December 16, 2015	MO Test Supplier 4	Approved	Partial	3-Way Match	

	Invoice	Invoice Date	Invoice Total	Invoice Status	Actions
	9991111	December 15, 2015	$39.75	Awaiting Approval	

2. Click on the Matched POs tab to find available invoices to be canceled.
3. Click the Expand icon next to the Purchase Order you want to process an invoice cancellation against.
4. Click on the Cancel Invoice icon next to the Invoice you want to cancel.
5. A system message will display confirming you want to cancel the invoice.
6. Click OK to continue with the Invoice Cancellation transaction.
7. If you refresh the screen, the Invoice Status should change to Cancelled.

Note: A Cancel transaction will be sent to SAM II. The Invoice Status will update based on the response received. If the response is a rejection, the reasons for the reject returned by the financial system can be viewed on the **Invoice History** page, accessed by clicking the View Invoice History icon from the **Actions** column.

	OA - Accounting	PJ011700460	Kathy Myers	October 11, 2016	ALW Solutions, Inc.	Approved	Complete	Open	

	Invoice	Invoice Date	Invoice Total	Invoice Status	Actions
	TestInvoice10	October 21, 2016	$100.00	Not Matched	

8. If the invoice was submitted and processed in SAM II, however the payment has not yet been made, the status will read: Submitted for Payment and the Cancel icon is available.

	T33333	October 28, 2016	$115.00	Submitted For Payment	

9. To cancel this invoice, click the Cancel Icon. The status will then read:

	T33333	October 28, 2016	$115.00	Cancel Financial System Pending	

The payment is not cancelled until there is a confirmation from SAM II that the payment is cancelled.

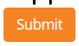
	T33333	October 28, 2016	$115.00	Cancelled	

If the payment cancellation is rejected by SAM II, then the processing of payments for SAM II has occurred and the payment is scheduled to be made. Please contact OA-Accounting for guidance.

Activity 13 Invoice Approval

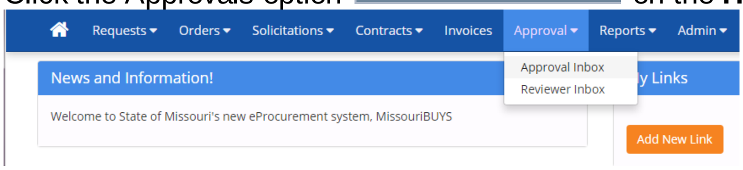
Note: Only users with the Invoice Approval role will be able to perform the functions in this section.

Activity 13.1 Filter Approval Inbox for Invoices

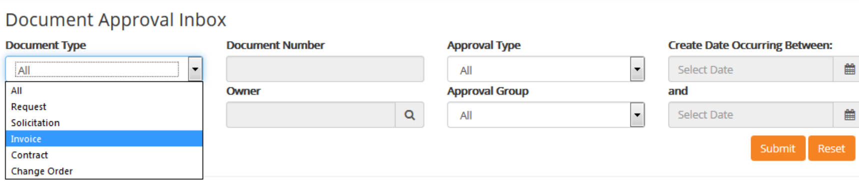
1. Enter Approver Login ID and Password (password is case sensitive).
2. Click 

3. Click the Approvals option 

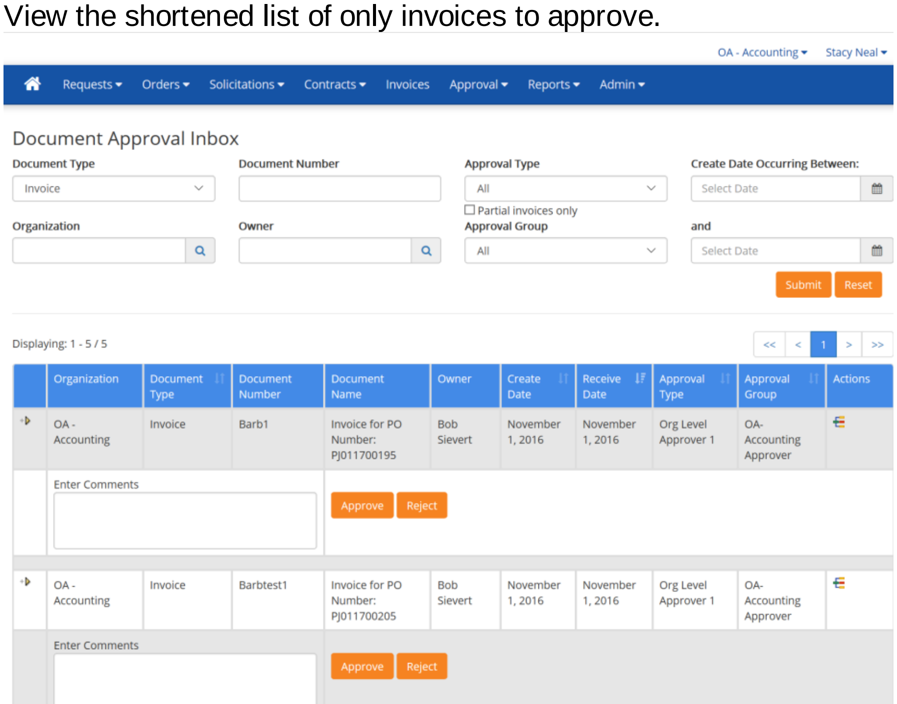
on the **Home** page.



4. Select Invoice from menu under Document Type. Click Submit button.



5. View the shortened list of only invoices to approve.

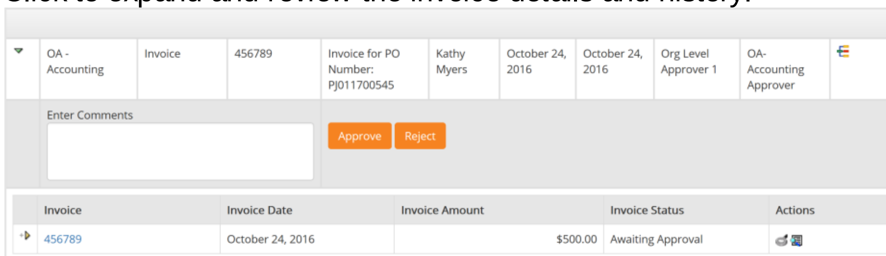


6. Click on the Sort icon 

for the Receive Date to sort the invoices from the oldest to newest. This is to be sure that when approving invoices, any preliminary invoices are at the top and need to be approved first. This will also prevent you from approving a Final Invoice before any preliminary invoices, which will close out the Purchase Order.

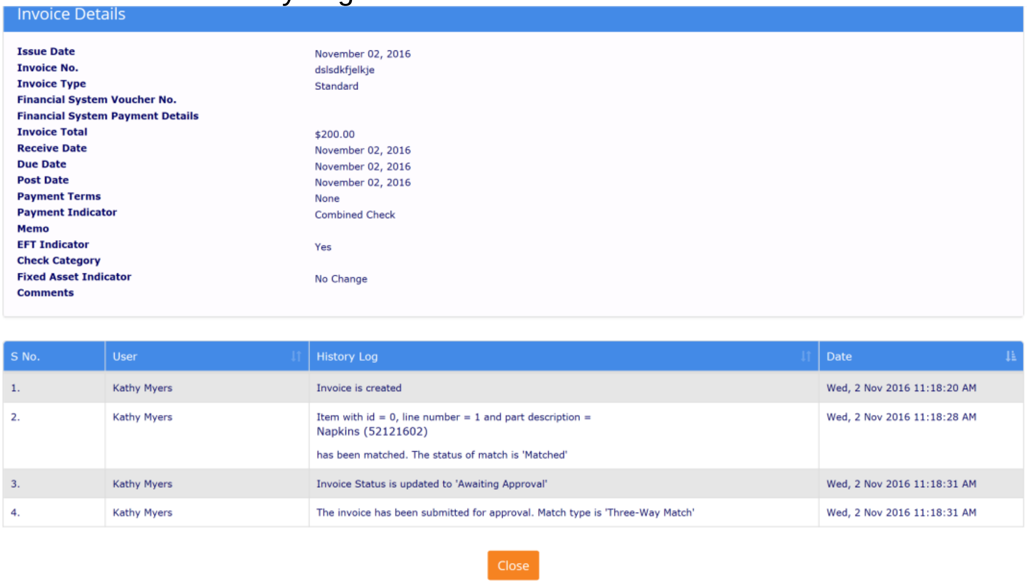
Activity 13.2 View the Invoice Details and History

1. Click to expand and review the invoice details and history.



2. Click on the Invoice number (highlighted) which will link you to the Invoice View page which will display the Invoice details as well as a notification at the top if this is a Final Invoice for this order.

3. Or, you can click on the details icon where you can see the Invoice (payment) Details and the History Log.



Invoice Details

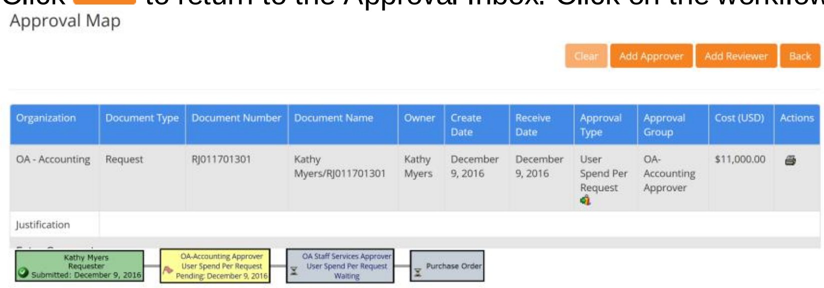
Issue Date	November 02, 2016
Invoice No.	dslsdkfjelkje
Invoice Type	Standard
Financial System Voucher No.	
Financial System Payment Details	
Invoice Total	$200.00
Receive Date	November 02, 2016
Due Date	November 02, 2016
Post Date	November 02, 2016
Payment Terms	None
Payment Indicator	Combined Check
Memo	
EFT Indicator	Yes
Check Category	
Fixed Asset Indicator	No Change
Comments	

S No.	User	History Log	Date
1.	Kathy Myers	Invoice is created	Wed, 2 Nov 2016 11:18:20 AM
2.	Kathy Myers	Item with id = 0, line number = 1 and part description = Napkins (52121602) has been matched. The status of match is 'Matched'	Wed, 2 Nov 2016 11:18:28 AM
3.	Kathy Myers	Invoice Status is updated to 'Awaiting Approval'	Wed, 2 Nov 2016 11:18:31 AM
4.	Kathy Myers	The invoice has been submitted for approval. Match type is 'Three-Way Match'	Wed, 2 Nov 2016 11:18:31 AM

Close

Activity 13.3 Adding an AdHoc Approver or Reviewer

1. Click Close to return to the Approval Inbox. Click on the workflow icon.



Approval Map

Clear | Add Approver | Add Reviewer | Back

Organization	Document Type	Document Number	Document Name	Owner	Create Date	Receive Date	Approval Type	Approval Group	Cost (USD)	Actions
OA - Accounting	Request	RJ011701301	Kathy Myers/RJ011701301	Kathy Myers	December 9, 2016	December 9, 2016	User Spend Per Request	OA-Accounting Approver	$11,000.00	
Justification										

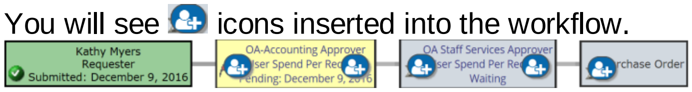
2. When you view your approval routes, if you would like to add a Reviewer or an Additional Approver follow the steps below ***(if you select to add an Approver or Reviewer this cannot be undone).***

> **Note**: An Approver must take an action in order for the request to continue in the workflow. If a Reviewer does not open and review a request, it will continue in its approval work flow.

Adding an Adhoc Approver

a. Click Add an Approver

b. You will see icons inserted into the workflow.



Click on the icon that represents where you will want to add an Approver.

c. Select **Individual Approver** or **Approver Group** option from the **Approver Type** drop down box.

d. Enter a double Asterisk (**) in the **AdHoc Approver** field to search for all approvers associated with the agency. Or start to type in the name of the group or individual and you will receive a short list of possible matches.
e. Click on the name or group name to be added to the workflow and click Select.
f. Your new Approver is displayed in the **Approval Map.** Click Close.

Adding a Reviewer

a. Click Add Reviewer.
b. Select **Individual Reviewer** or **Reviewer Group** option from the **Reviewer Type** drop down box.
c. Enter a double Asterisk (**) in the **Reviewer** field to search for all reviewers associated with the agency. Or type in the name of the group or individual and you will receive a short list of possible matches.
d. Click on the name or group name to be added to the workflow and click Select.
e. Your new Approver is displayed in the **Approval Map** below the approval workflow**.** Click Close.

3.

Activity 13.4 Approving or Rejecting an Invoice/Payment

1. Click either Approve or Reject. If Approved and this is the final approver in the work flow, the invoice will no longer appear in the Approver Inbox. If Rejected, then a reason must be entered in the Comments section.

Appendix
Receipt and Invoice Status Messages
Receipt Statuses

Submitted: The receipt was submitted to SAM II for processing. If accepted, it will be noted in the Comments column

Rejected: A submitted receipt was rejected by SAM II and the reasons are listed in the Comments column, or by selecting the Print button on the Receipt History page.

Invoice Statuses

Awaiting Approval: The invoice was submitted to the predetermined workflow for approvals.

Cancelled: The user has cancelled the invoice prior to payment.

Financial System Pending: The invoice is submitted to SAM II for processing.

Matched: The invoice was matched to receipt(s) but not submitted to the Financial System.

Not Matched: Invoice details were entered and saved, but the 3-way match has not occurred.

Paid: The invoice has been paid and the check details returned and visible on the Invoice History page.

Partially Matched: The invoice has been matched to some, but not all receipts and has not been submitted to the Financial System.

Rejected: The invoice was rejected by SAM II. Access the History page to review the error messages.

Submitted for Payment: The invoice has been accepted in SAM II ad is awaiting the payment date.

MissouriBUYS Invoice Management Module Icon/Button Glossary

The following icons and buttons are used to perform various functions within the MissouriBUYS **Invoice Management** module.

 **Approval Map-**Displays the Approval workflow map for the invoice document. Located on the Matched POs view within the Invoice expanded view

Approved- Indicates that the Approver action on an Invoice transaction was an approval. Located on the Approval Map page

Cancel- Cancels changes made to the current page since the last save action

Cancel-Closes the system message and Cancels the requested action from proceeding

Close- Closes the current page and returns to the previous MissouriBUYS application page

Collapse- Closes the expanded view of the Invoice document

Comments exist- Indicates that an approver has included comments when they reviewed or took action on the Invoice document. Located on the Approval Map page

Create Invoice- Displays the Invoice Entry page for completion. Located on the Open POs and Matched POs page

Current- Indicates the approver in the workflow that is currently viewing the Purchase document within the Approval Workflow. Located on the Approval Map page

Date Selector- Displays the Calendar format for date selection.

Delete—located on the Invoice Attachment page, available to delete a document that has previously been attached to the Invoice

Delete All— Deletes all documents associated with an Invoice. Located on the Invoice Attachment page

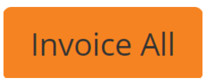
Edit Invoice- Allows you to edit the selected Invoice document for modification.
Located on the Open POs page within the Invoice expanded view

Edit Invoice- located on the Invoice Matching page, when selected will redirect you back to the Invoice Entry page

Expand - Displays the details of the selected transaction

First Page-Displays the first page of Search Results

Help- Opens the online help tool. Located on the main navigation bar throughout the Order Mgmt module



Invoice All- Time saving feature that will complete the Line Item Details section for an invoice at the same time. Located on the Invoice Entry page

Invoice Cancel- Cancels an existing Invoice. Triggers an Invoice Cancel transaction with the financial system

Invoice History- Displays a log of the Invoice entries for the Invoice document

Last Page- Displays the last page of search results

Logout- Ends your current MissouriBUYS session, and returns you to the login page. Located on the main navigation bar throughout the Invoice Mgmt module

Match- Performs the match action for the selected invoice and receipt transaction. Located on the Invoice Matching page

Match All- Allows the matching of multiple invoices to order receipts at one time. Located on the Invoice Matching page

Match Invoice
Displays the Invoice Matching page to initiate an invoice-receipt match for a Purchase order Located in the Actions column for an invoice that has not been previously matched to the order receipt

Next Page- Displays the next page of Search results

OK

OK- Closes a system message window after you have read the contents

Pending - Indicates that the Invoice transaction is awaiting approval from the designated Approver. Located on the Approval Map page

Previous Page-Displays the Previous page of Search Results

Proceed To Match

Proceed to Match- Opens the Invoice Matching page for a 3 way match (PO, Receive, and Invoice). Located on the Invoice Entry page after an initial save action have been performed for an Invoice.

Reset

Reset- Clears your selections and/or entries on a particular page

Rejected- Indicates that the selected Invoice transaction has been rejected by an organization approver
Located on the Approval Map page

Reverse All

Reverse All- Removes existing matches
between Invoices and Order Receipts at one time.

Reverse Match

Reverse Match- Removes an existing match association between an Invoice and an Order Receipt.

Save

Save- Saves your changes and/or entries

Submit

Submit- Submits the Invoice Transaction into Approval workflow then to the financial system.

Supplier Notification- Displays the Notify Supplier page to create and send a supplier notification through the Invoice Management module

Upload New Document

Upload Document-Displays the Document Attachment page for document upload to the Invoice transaction.

Vendor Profile - Displays contact information for selected supplier

View Invoice- Displays the Details of a previously created invoice. For invoices that have the status of Submitted for Payment or Paid the Financial System voucher # will be listed.

View Invoice History- Displays the details of the Invoice statuses in a log entry format. Any Rejection reasons from the financial system will be listed within the Invoice History.

View Matches

Displays the details of a previously invoice-receipt match

Available from the Actions column for any invoice that has completed a match with the order receipt

Waiting- Indicates on the Approval Map page, that the selected Purchase document requires further action by a previous user in the Approval workflow before action can be taken by the specified user